



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES**

**September 17, 2020 6:30 P.M.
Meeting Held Electronically Due to COVID-19 Pandemic**

- 1. CALL MEETING TO ORDER** at 6:30 p.m. by Chair, Suzanne Meenahan
- 2. ROLL CALL via Zoom Conference**
Board Members: Suzanne Meenahan, Chair and Liaison to Foundation; Rebecka Ratcliffe, Vice Chair; Kerrie De Ieso; Crystal Garcia; Tim O'Leary
Library Director: Will Worthey
Staff Note Taker: Audrey Smith
- 3. CONSENT CALENDAR**
 - a. Minutes for the August 20, 2020 meeting was accepted.
 - b. Library Use Report for August 2020 was accepted.
Vice Chair Ratcliffe inquired if online use has started to trend down. The Library Director stated that it has slowed down a little bit and the majority of library book funds are allocated back to purchasing physical items instead of e-books. Board Member O'Leary asked if there were any mask mandate compliance issues from those entering the building. Library Director stated that most people comply. For patrons who cannot wear a mask, library staff have offered curbside pickup and face shields as alternatives. Library Director recalled one incident with a patron who recorded their interaction when he requested the patron to wear a mask. This patron has repeatedly refused to wear a mask in the building. Since the mask mandate is not an executive order, library staff cannot bar the patron from the building for non-compliance. Vice Chair Ratcliffe agreed with Library Director's decision to not pursue passing a mask policy through City Council due to the amount of time involved.
- 4. PUBLIC COMMENTS**
None were lodged.
- 5. BOARD COMMENTS**
 - a. **Current Library Narratives.**
Library Director enjoyed reading the narratives. No other comments from board members.
- 6. REPORTS**
 - a. **Graphic digitization request: Chair Meenahan.**
Chair Meenahan stated that she left the document, "Memorandum of Understanding Regarding Digitization of the Newberg Graphic and Use of Digitized Material", at the Newberg Graphic office for Allen Herriges, who was on vacation at the time. It was explained that the Oregon fires broke out shortly after and Chair Meenahan has yet to hear a response. Chair Meenahan explained that she would follow up to see if Herriges received the document.
 - b. **FE Technology self-check app testing: Library Director.**
The Library Director explained that the first test of this app on Android and Apple devices was successfully performed by library staff. He stated that FE Technology also successfully conducted tests on their end to prepare the app for general distribution. He explained that after the app is downloadable from app stores, a second and final test will be performed by library staff and select patrons before it is announced to the general public.
 - c. **Previous Library Foundation Meeting Report**
Chair Meenahan & Library Director reported that the Library Foundation endowment grew to \$620,000 in the last fourteen months. They also reported that a foundation member said the return

from the endowment is meant to grow the endowment and to be used only to fund library programs, not brick and mortar projects which are the responsibility of the City. Board Member Garcia stated, and Board Member De Ieso concurred, the typical function of a library foundation is to fund brick and mortar projects, whereas library friends groups typically fund library programs. Vice Chair Ratcliffe recalled the Library Foundation trust was not structured for the endowment to be used in only these particular ways, as stated by the foundation member, and expressed that this is a good time to use the earnings for something productive.

Vice Chair Ratcliffe stated that she did not think having the money in perpetuity was the intent of donors. The Library Director stated there was precedent set when the Library Foundation gave \$42,000 to the Making Room to Read campaign to remodel the children's room. Chair Meenahan suggested inviting Library Foundation members to future Library Advisory Board meetings. The Library Director agreed this is a good idea once the Board completes the public review phase of the 2020-2025 Strategic Plan and can share the results with Foundation members. Chair Meenahan and the Library Director also stated the Library Foundation is brainstorming ways to grow the endowment through a legacy club and working with attorneys who will give discounts for those leaving money to the library in their will.

7. BUSINESS

a. Survey work state of play Strategic Plan 2020-2025: Board Member O'Leary & Library Director.

Board Member O'Leary reported that 203 survey responses have been collected so far. Questions garnering the most interest were about the state of the building, such as the leaky glass by the stairwell and the flooding issue in the children's room. Comments ran the gamut, from very positive to negative, with overwhelming praise for how great the library staff was.

It was revealed that respondents also suggested a survey be done for people who live outside of the library service district. Chair Meenahan asked if a report of the survey responses can be made and Board Member O'Leary agreed to create one for review by October 2nd. The Library Director also reported that the City of Newberg's Community Engagement Specialist expressed how well this survey was structured to mimic the function of an in person series of focus groups.

8. NEXT MEETING/STEPS

Library Advisory Board: October 15, 2020 & November 19, 2020

9. ADJOURNMENT

The Library Board adjourned at 7:11 p.m.

Submitted: Will Worthey, Board Secretary / Library Director